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ABSTRACT

The Acquisition and Accounting System has been programmed and tested, and is currently running in parallel with the manual operations. Implementation is taking place in planned stages so as to ensure a smooth takeover and to enable staff to familiarize themselves with a number of different approaches to their work. As would be expected, the workload has increased considerably, but it is to be hoped that the extra effort will pay off in terms of maximum effectiveness of the operating system. The ultimate purpose of this manual is to illustrate the reports that the Community Colleges will be receiving, to describe their content and to provide the means for interpreting the information. The manual is divided into 4 sections. Section I summarizes the Acquisition and Accounting System from the machine standpoint by means of flowcharts and accompanying narratives. Section II describes the operating environment. Section III shows the reports the Colleges are to receive and Section IV outlines the administrative and housekeeping reports of the College Bibliocentre. (Author)

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COLLEGE BIBLIOCENTRE ACQUISITION AND ACCOUNTING SYSTEM OPERATING MANUAL

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SYSTEM REPORT SERIES

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Acknowledgements

The system described in this report was developed in collaboration with Mrs. Ruth Kazan and Mr. Chan Vir of the Education Data Processing Branch.

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INTRODUCTION

This booklet is the second in the College Bibliocentre's System Report Series. The "College Bibliocentre Acquisition and Accounting System Description Manual (SRS 1 1970)" was the first and in it the functions of the Bibliocentre and the proposed computer system were outlined.

The Acquisition and Accounting System has now been programmed, tested and is currently running in parallel with the manual operations. Implementation is taking place in planned stages so as to ensure a smooth takeover and to enable staff to familiarize themselves with a number of different approaches to their work. As would be expected, the workload has increased considerably, but it is to be hoped that the extra effort will pay off in terms of maximum effectiveness of the operating system.

The ultimate purpose of this manual is to illustrate the reports that the Community Colleges will be receiving, to describe their content and to provide the means for interpreting the information. The manual is divided into 4 sections. Section I summarizes the Acquisition and Accounting System from the machine standpoint by means of flowcharts and accompanying narratives. Section II describes the operating environment. Section III shows the reports the Colleges are to receive and Section IV outlines the administrative and housekeeping reports of the College Bibliocentre.

SECTION I - Computer System Summary

1.1 Acquisition Sub-System

Colleges send their orders to the Bibliocentre on multi-part Order Requisition Slips which are then visually checked for accuracy and on which other relevant data, such as supplier code, are added. One copy of the Order Slip is sent immediately to the appropriate supplier. Another copy is remitted to the Keypunching Department and every 2 or 3 days the punched orders are processed and added to the main Order File. Two listings are produced from the new orders, one by order number and the other by Author.

The Acquisition sub-system also processes "blanket orders". These are orders requested simultaneously by two or more colleges as a result of examining the material on display at the Bibliocentre.

Colleges may also receive material either as a gift or through direct purchase. Such items can be sent to the Bibliocentre for binding, cataloguing and processing. To ensure complete control of these items they are included in the system, the data being keypunched at the time of receipt. (In the case of books, photocopies of the title pages can be sent to the Bibliocentre for the supply of catalogue cards and spine labels).

1.2 Receipt and Shipment Sub-system

When an item is received from the supplier or shipped to the college a transaction card is keypunched which updates the main Order File with receiving and shipping data. The system is flexible in that:

(a) each order number represents an individual title, but volume or part numbers added to the order number can identify each volume or part uniquely. Thus, multivolume works may be received without prior knowledge that the original order was indeed a multi-volume work, by the addition of the volume or part number on the receiving transaction card.

(b) a series of books may be ordered on one order number. Individual titles in the series may be received separately, and are assigned an "ID discriminator", or identification code. This code is one digit, and uniquely identifies each title in the series, as the volume number uniquely identifies each volume in a multi-volume work.

Within this same sub-system it is also possible to change the status of an order, whether or not the item has been received.

1.3 Re-orders and Supplier Follow-up Sub-system

Agent/publisher file records are created, corrected or deleted. Previous orders are re-directed to a different supplier when the original cannot furnish the requested item.

Follow-ups are automatically printed by calculating the time lag between the date of order and the date of the computer run. An additional factor considered here is the location of the supplier since it will obviously take longer to obtain a book from, say, Europe than from Canada. In addition to the Supplier Follow-ups, the system also keeps track of items received at the Bibliocentre by way of a special reminder report.

1.4 Accounts Payable Sub-system

Details of all items received from a supplier are accumulated and compared with the supplier's invoice to produce the Supplier Reconciliation Summary. Essentially, the report will pinpoint inaccuracies either at the Bibliocentre's or the supplier's end and ensure that payment is not made for books listed on the invoice but not received.

1.5 Invoicing Sub-system

When items are shipped to the colleges, invoices are produced. One copy is placed inside the box and acts as the packing slip while another copy is mailed as the official invoice. At present, two colleges have availed themselves of a further service and that is that the Bibliocentre is providing them with the basic input to their Circulation Systems in the form of tape records of items shipped to them. Each record consists of such data as author, title, accession number and L.C. Call Number.

1.6 Order Status and Inventory Sub-system

Two reports are printed. The Inventory Report constitutes a summary of all items in stock with their related dollar value. For auditing purposes, an itemized report is produced in supplier sequence.

The Order Status Report is printed in Order Number sequence and in Author sequence for use at the Bibliocentre. In addition, each college receives a copy of their orders in Author sequence by College campus.

1.7 Budget Sub-system

Three reports are generated in the sub-system:

(a) The Statement of Commitment and Expenditure which shows the funds committed (potential expenditures as represented by orders not yet received from the supplier nor shipped to the colleges) and actual expenditures (actual net costs including charges for binding, jacketing, shipping, etc. for shipped items).

(b) The Analysis of Item Cost by Subject showing the average cost of a book in a particular subject area and comparing it against the average cost as it was six months previously.

(c) The Analysis of Item Cost by Media which, again, illustrates the average cost of different non-book media.

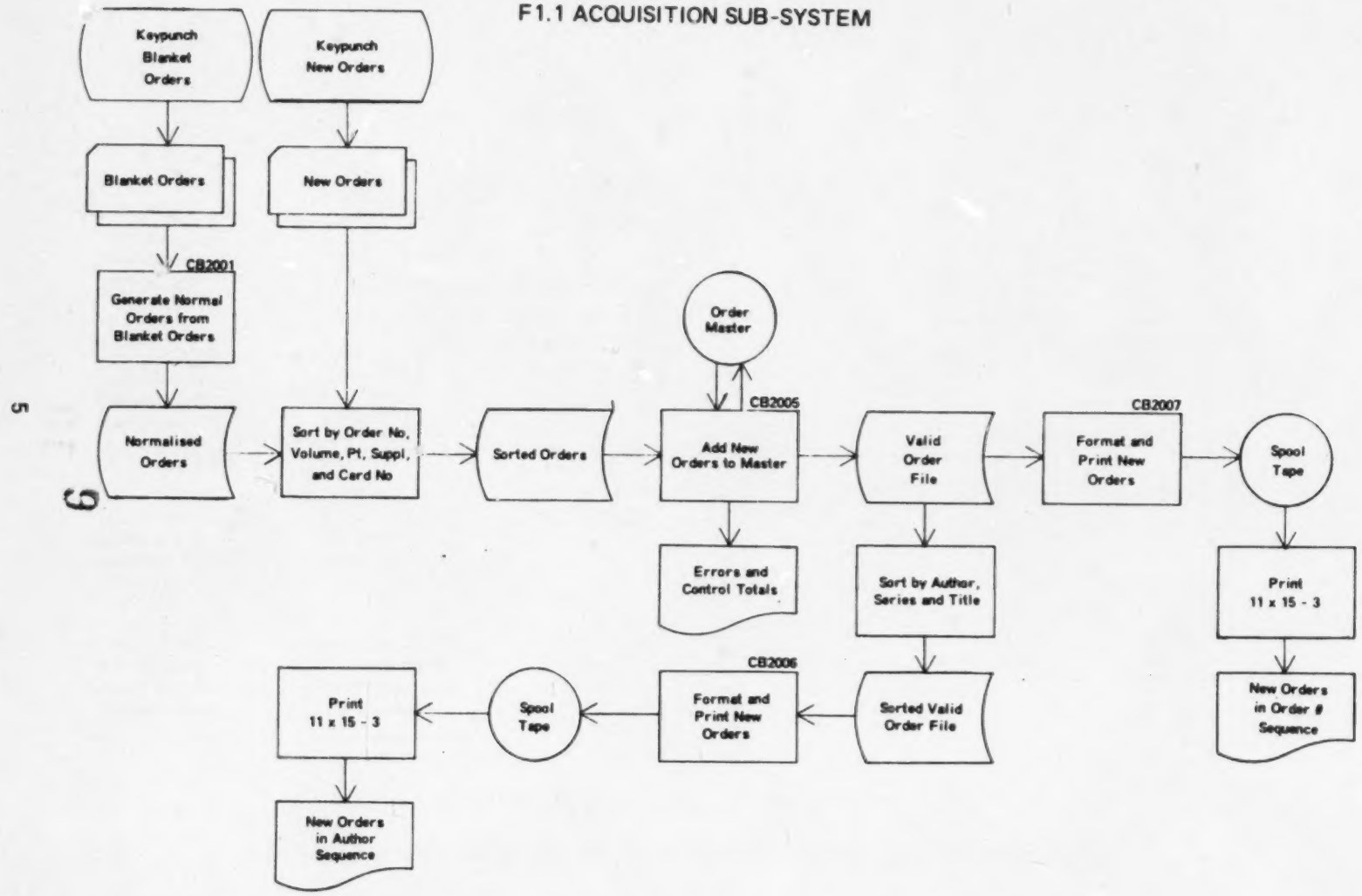
1.8 Management Information Sub-system

To assess the quality of service to the Bibliocentre, the report on Supplier Performance is produced showing the average time between ordering and receipt of items at the Bibliocentre. In addition, the amount of discounts allowed is examined to indicate those suppliers who consistently offer the greatest savings.

The Bibliocentre will also survey their own activities by assessing the length of time taken between receipt of material from the publisher and shipment to the colleges.

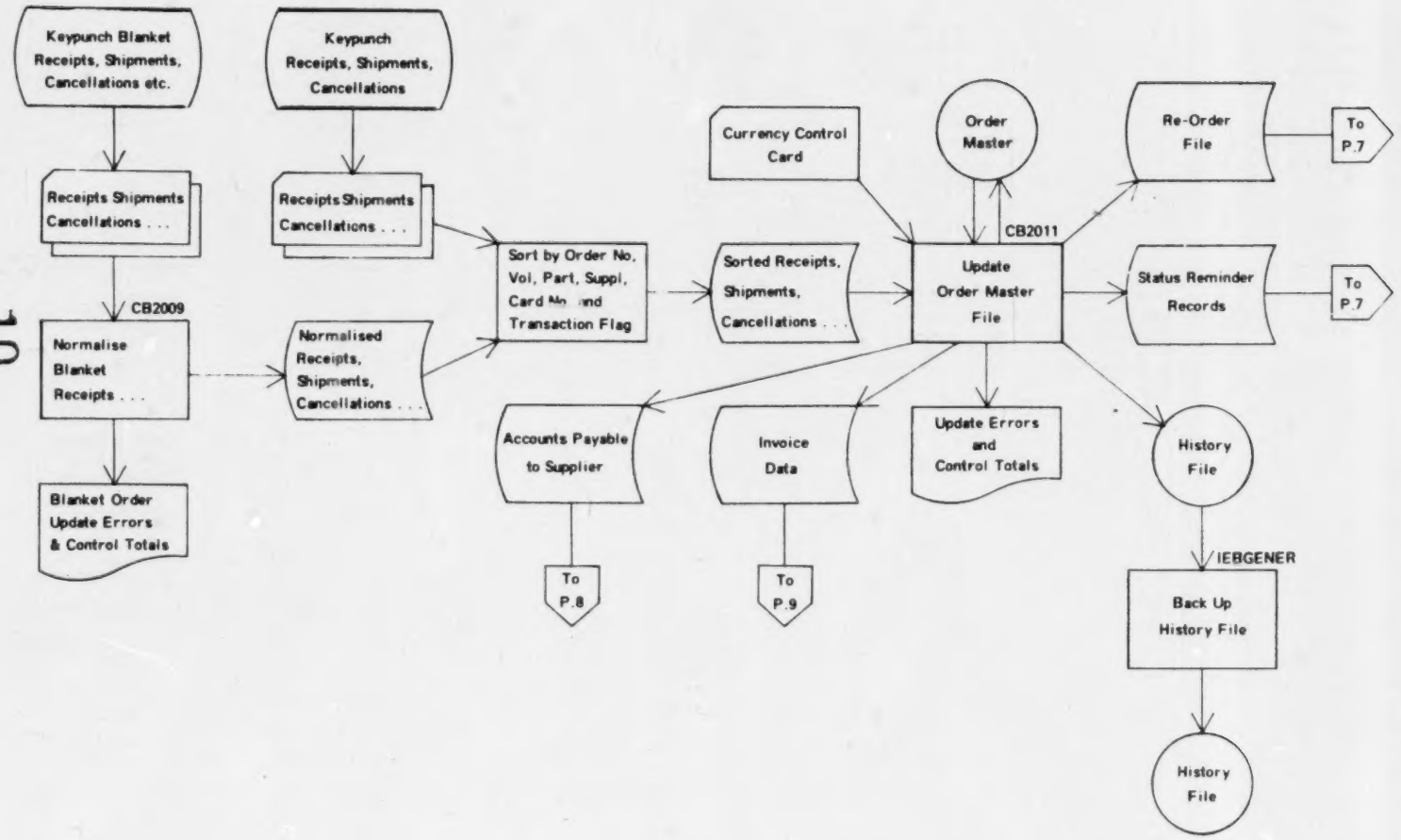
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.1 ACQUISITION SUB-SYSTEM



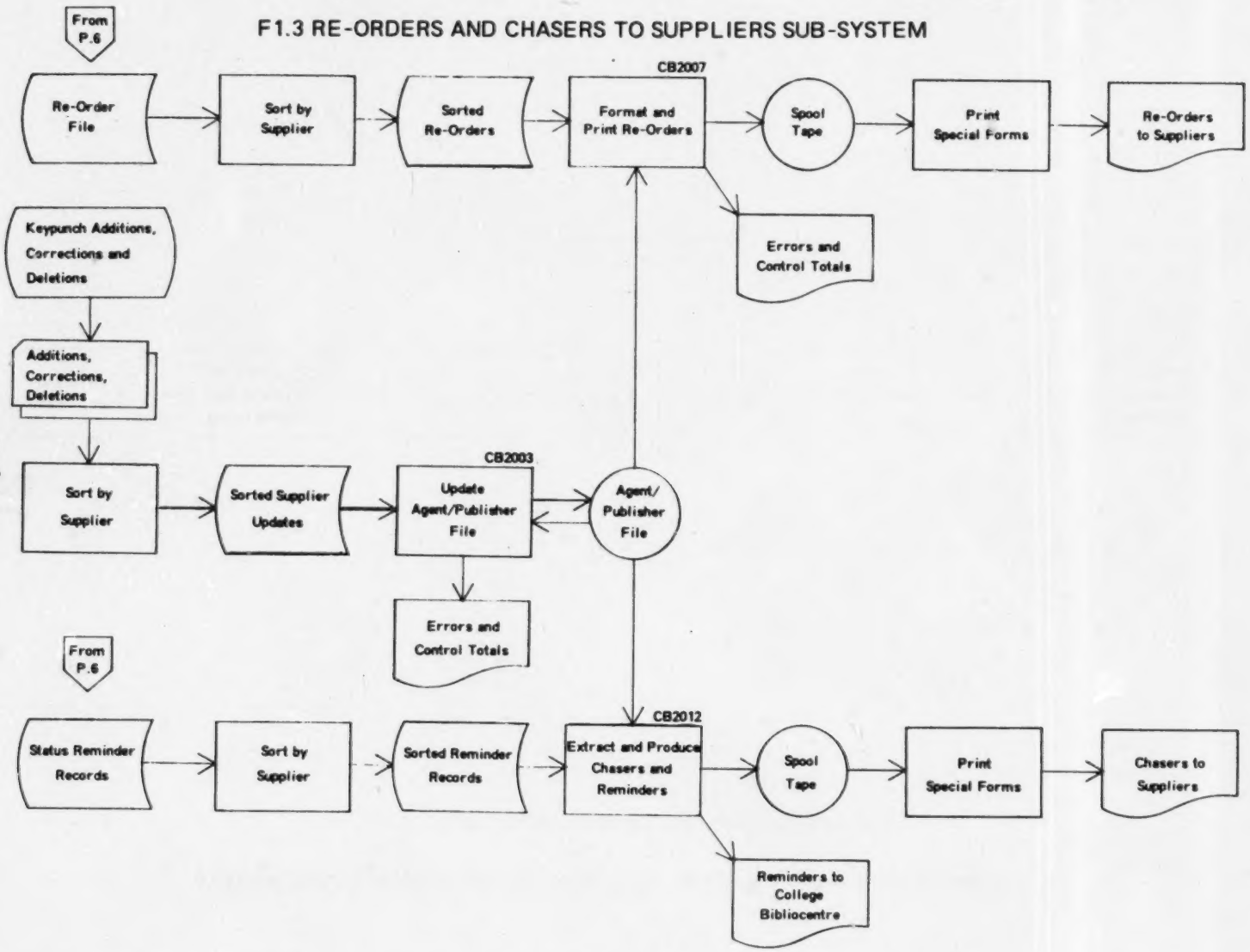
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.2 RECEIPT & SHIPMENT SUB-SYSTEM



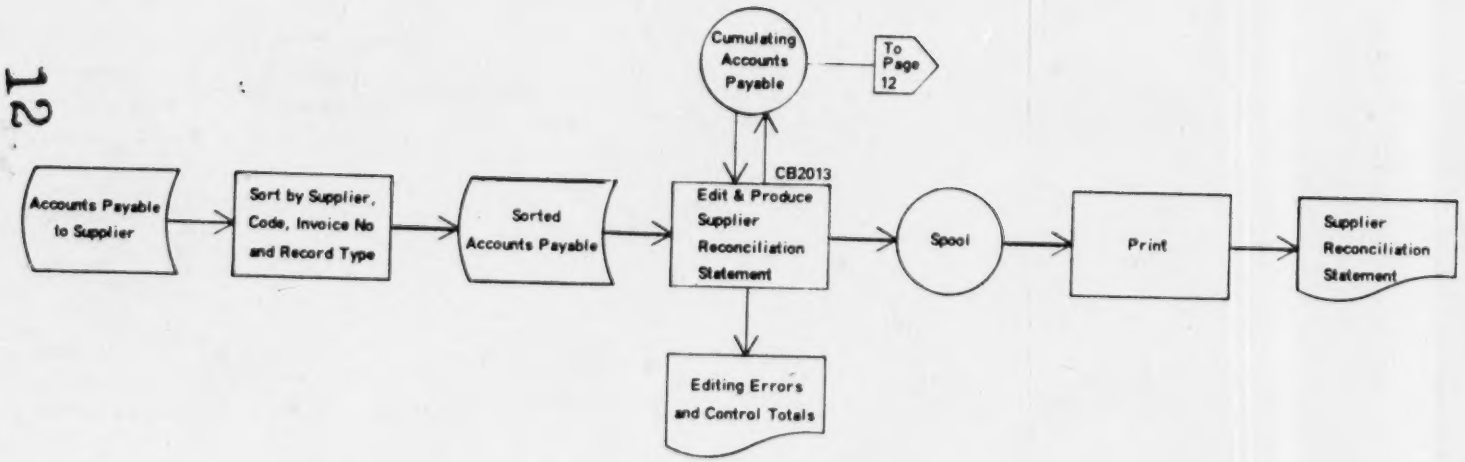
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.3 RE-ORDERS AND CHASERS TO SUPPLIERS SUB-SYSTEM



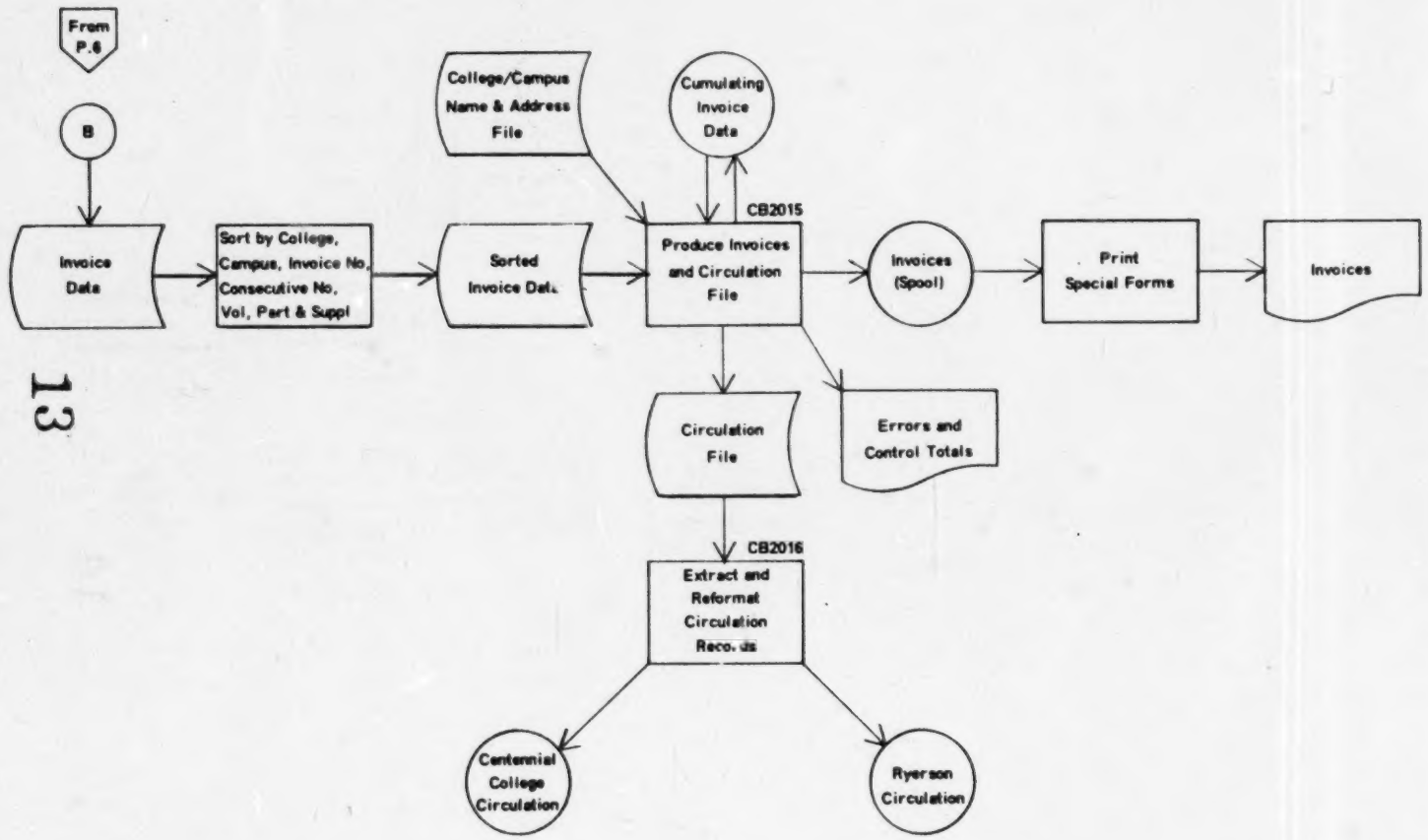
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.4 ACCOUNTS PAYABLE SUB-SYSTEM



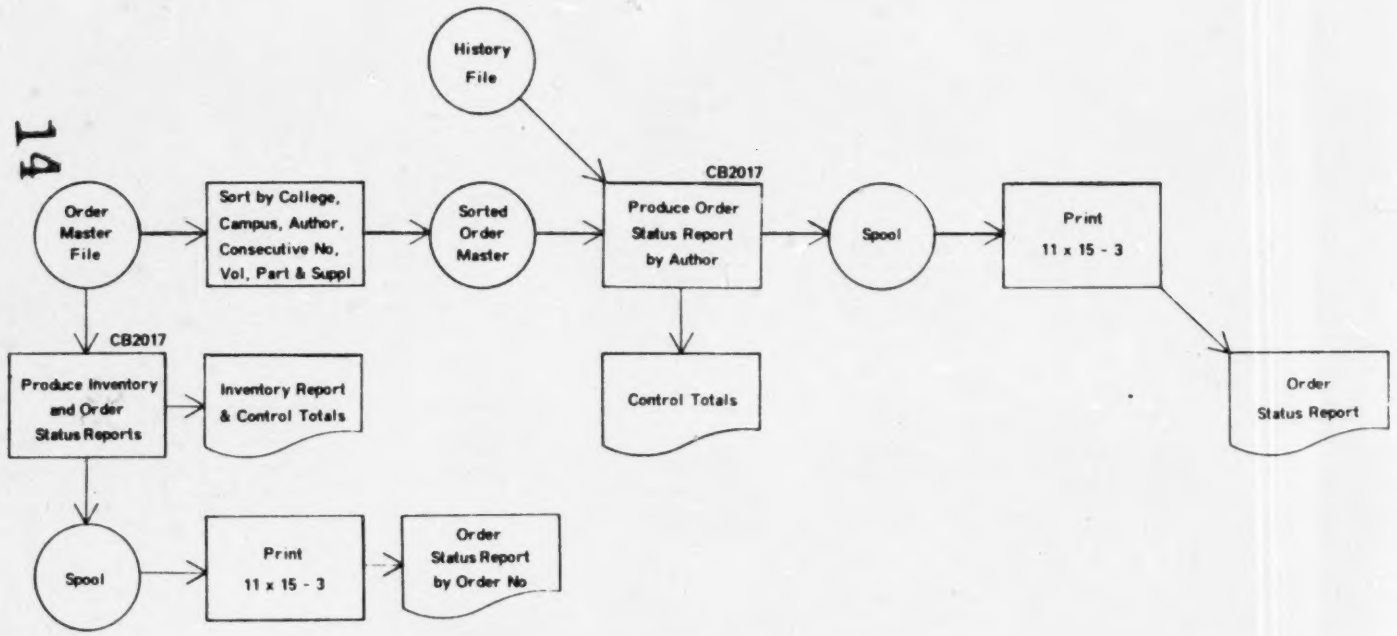
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.5 INVOICING SUB-SYSTEM



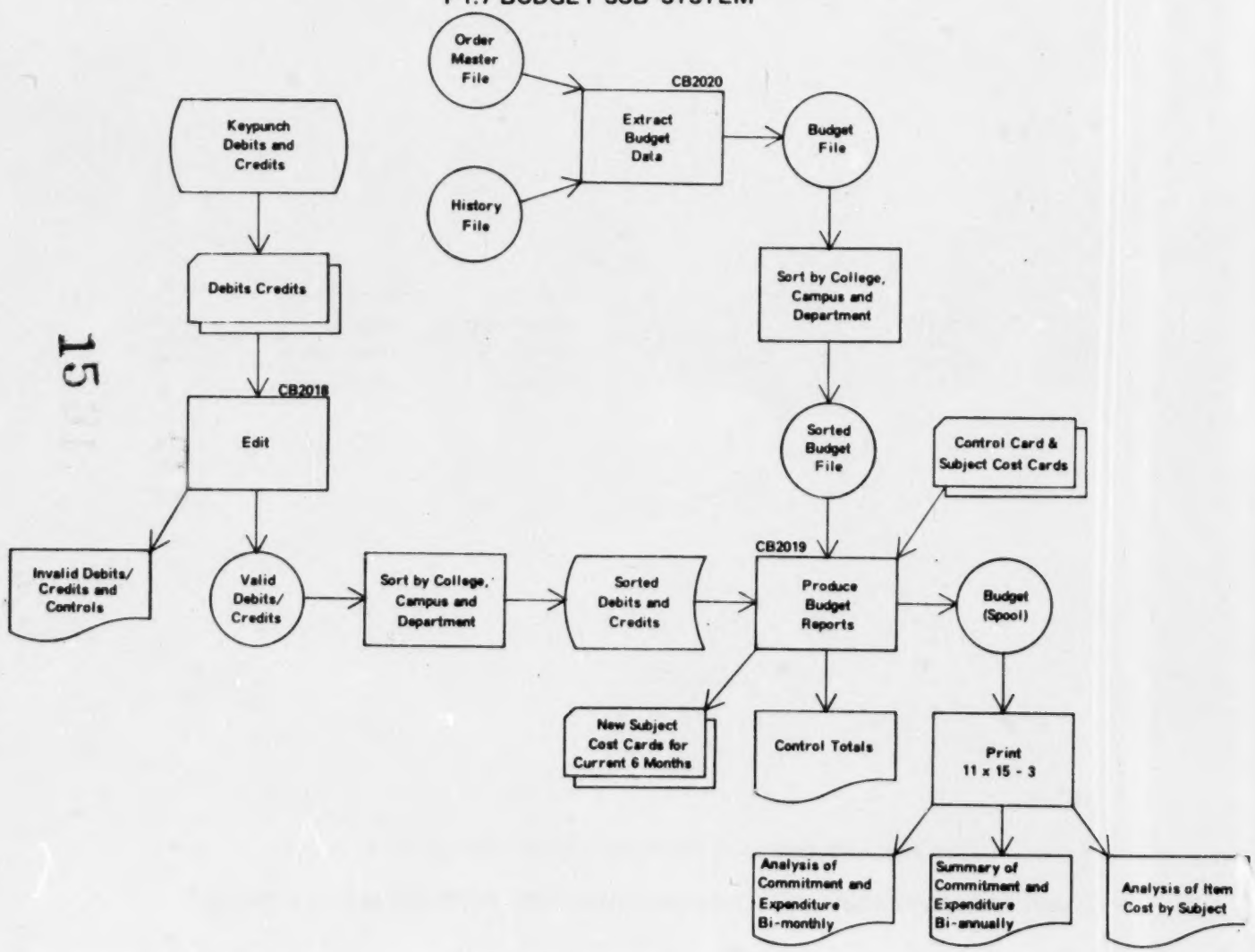
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.6 ORDER STATUS & INVENTORY SUB-SYSTEM



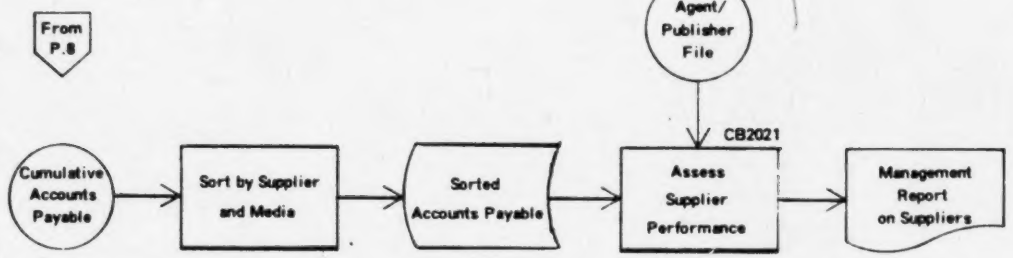
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.7 BUDGET SUB-SYSTEM



SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.8 MANAGEMENT INFORMATION SUB-SYSTEM



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SECTION II - Operating Environment

2.1 Overview

The Acquisition and Accounting System is running at the Education Data Processing Branch of the Ontario Department of Education. The Branch is made up of several co-ordinated units. There are two systems and programming groups, a technical services group, a planning and research group and a field services liaison group in addition to the activities of the computer operations and production control groups. Collectively, these groups are involved in a number of applications which, in terms of variety, scope and size, can be matched by few E.D.P. institutions in Canada.

The Branch has a 360/50 (see diagram) operating under full OS and HASP II, release 18.6 MVT with Remote Job Entry from the Ontario Institute for Studies in Education and Teleprocessing to the Ontario Science Centre.

In October 1971, EDPB is installing a new configuration, the new System/370.

2.2 Software

The system is written in COBOL using a few Assembler language subroutines.

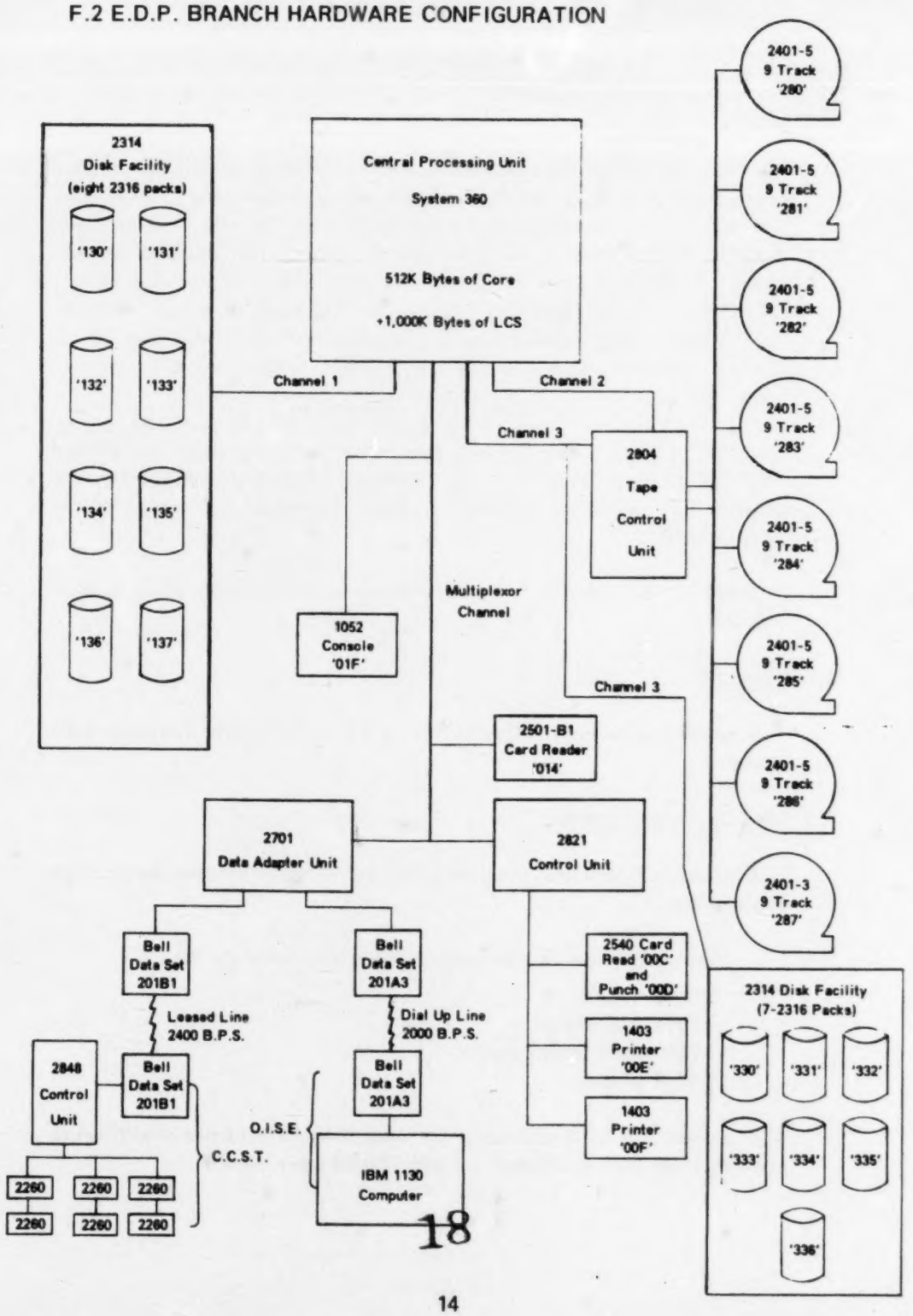
2.3 Machine Requirements

The machine facilities required for the Acquisition and Accounting System are:

IBM 360 model 50 computer, 100K bytes core storage
3 tape drives
1 2314 disk drive
1 2540 card reader punch
1 1403 printer

The amount of CPU utilization is less than 3 hours per month while printing time varies between six and 10 hours per month.

F.2 E.D.P. BRANCH HARDWARE CONFIGURATION



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SECTION III - College Reports

3.1 Invoices

Invoices are printed on a standardized form, having a width of 12 inches and a depth of 8-1/2 inches. Two copies are sent to the college, one in the box of material shipped and the other by mail. Items appear in author arrangement within College and Campus but not department.

The invoice can be divided into 3 areas: headings, detail lines and total lines.

(a) Headings

Sold to - name and address of college and campus.
Ship to - postal address of college, campus and section to which the items are shipped.
Invoice No. - 5 digit control number to be quoted in any further correspondence on shipped items.
Date - the date on which the invoice was printed which is generally the date of shipment.
College Campus Code - a 3-digit number, the first 2 representing college and the last representing campus.
Page No. - reverts to 1 for every new invoice.

(b) Detail Lines

Purchase Order No. - a 6-digit control number corresponding to the last 6 digits of the Requisition Order Number.
Dept. Code - the department code appears only if it was provided on the Order Requisition Slip.
Quantity - this represents the quantity shipped (not necessarily the quantity ordered).
Author/Title - the author appears first followed by the series title and then the title. Each field is separated by an oblique stroke (solidus). If there is no series title, as is usually the case, the author is followed immediately by the title. If the item is also identified by volume, part and/or supplement, this information is printed on the next line. In the event of a multi-volume work, each volume is printed out separately. Often one set price is charged for the whole work

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and not by volume, and here the set price is applied to the first volume in the set and annotated by the word 'SET' following the volume number. Subsequent volumes will show N/C (no charge) in the unit retail price field.

Media - this field is not used for book material. For non-book media, a 3-digit code is printed. Refer to the Appendix for the code definition.

Unit Retail Price - the retail cost of a single item.

Total Retail Price - the unit retail cost multiplied by the quantity shipped.

Disc - discount allowed by the supplier.

Additional Charges - the field consists of the additional charge code (as defined at the bottom of the invoice) and the amount.

Net Amount Due - the total retail price less discount plus additional charges.

(c) Total Lines

Delivery Charges - a charge of 20 cents is made for each item (copy) shipped. In the event of an extraordinary mailing cost such as bulky or heavy material, an extra amount is billed and added into the delivery charge. This extra amount is not shown as a separate item.

Invoice Total Charges - the sum of the net amount due and delivery charges.

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college bibliocentre

20 railside road
don mills, ontario
telex 06-219837

INVOICE

SOLD TO

SHIP TO

INVOICE NUMBER
06952
PLEASE REFER TO THIS INVOICE NO ON ALL ENQUIRIES

DATE 29 (DAY) APR (MONTH) 71 (YEAR)

COLLEGE CAMPUS CODE 281

PAGE NO 1

PURCHASE ORDER NO	DEPT CODE	QTY	AUTHOR / TITLE	MEDIA	UNIT RETAIL PRICE	TOTAL RETAIL PRICE	DISC	ADDITIONAL CHARGES CODE	ADDITIONAL CHARGES AMOUNT	NET AMOUNT DUE
032108		1	SHORE, BRUCE H./NEW ELECTRONICS		11.95	11.95	30	5	0.25	8.62
032282		1	ROMBAUER, IRMA & BECKER, M.R./JOY OF COOKING		7.95	7.95	40	5	0.25	5.02
032423		1	OLDENBOURG, ZOE/CRUSADES		10.95	10.95	40	5	0.25	6.82
032433		1	BARNETT, LINCOLN KINNEAR/TREASURE OF OUR TONGUE		8.50	8.50	40	5	0.25	5.35
032436		1	THIEL, RUDOLF/AND THERE WAS LIGHT		10.95	10.95	40	5	0.25	6.82
032478		1	ARISTOTLE/RHETORIC AND THE POETICS		3.75	3.75	40	5	0.25	2.50
032480		1	BURTT, EDWIN/ENGLISH PHILOSOPHERS FROM BACON TO MI LL		5.95	5.95	40	5	0.25	3.82
032542		1	DUGGAN, ALFRED LEO/JULIUS CAESAR		5.25	5.25	40	5	0.25	3.40
032562		1	FREYRE, GILBERTO/NEW WORLD IN THE TROPICS		6.95	6.95	40	5	0.25	4.42
032590		1	HANGEN, WELLES/MUTED REVOLUTION		8.50	8.50	40	5	0.25	5.35
032618		1	BOTTOMORE, THOMAS BURTON/CRITICS OF SOCIETY		7.50	7.50	40			4.50

CLB 101 REV 11 70

ADDITIONAL CHARGE CODES
4. BINDING 5. DUST JACKETS
8. BROKERAGE

DELIVERY CHARGES	2.20
INVOICE TOTAL	58.82

BUSINESS OFFICE COPY

3.2 Order Status Report

The order status report, as its name implies, provides current information on the status of an order until the time it is shipped to the College. It will be printed in author sequence for each College Campus every two weeks on 15 x 11 inch standard paper.

The headings contain the printing date, name of college and page number.

The text comprises the following information:

Author/Title Field - the first entry is the author's name followed by the title. Following the title, the series title is printed, preceded by a dollar sign to aid its identification. If the work is identified by volume, part and/or supplement, this information is printed on the next line. For non-book material, a general statement on media is provided.

Order Numbers - the order number on the original order form.

Order Date - this is the date when the order was added to the computer file and therefore is not the date of order as entered on the order form. This is because the order date is used to calculate when a follow-up is to be sent to a supplier.

No. of Copies Ordered - the number of copies originally requested by the college.

No. of Copies Received - the total number of copies received on this order.

No. of Copies Shipped - once an order has been shipped in full, no statement of its status is shown in the report. However, when more than one copy is ordered, it is possible for the multiple copies to be separated during their processing so that part of the order is shipped prior to the remainder. In this case, the number of copies is printed.

Status Message - underneath the order number, one or more status messages will appear, preceded by the number of copies to which the message applies, e.g.

2 Received
2 Shipped

Each message may also have the appendage 'chasing'

or 'still chasing'. This means that, in the case of an order that has not yet been received at the Bibliocentre, a follow-up has been sent to the supplier requesting information on the status of the order. 'Chasing' means that the first follow-up has been sent while 'still chasing' means that the second or subsequent follow-up has been sent. In the case of items which have been received, the appendage should be taken to mean the Bibliocentre is taking further action itself. Next to the status message, the status date is printed. This date refers to the last time that the action was initiated.

The range of status messages is comprehensive. They are shown in Appendix 1 along with the time interval allowed before automatic follow-ups or re-orders are generated.

--- COLLEGE BIBLIOCENTRE ORDER STATUS REPORT ---

09.APR.71 COLLEGE NAME

AUTHOR/TITLE	ORDER NO.	ORDER DATE	NO. OF COPIES ORDERED	RECVD.	SHIPPED	STATUS DATE
FONER, PHILIP S. BLACK PANTHERS SPEAK	141030377	FEB. 05 71	1	1	0	
	1 BINDING					MAR. 04 71
FORTUNE EDITORS ENVIRONMENT: A NATIONAL MISSION FOR THE SEVENTIES	141030378	FEB. 05 71	1	1	0	
	1 BINDING					MAR. 04 71
FOSTER, K, AND PARKER, G.A. FLUIDICS	141030379	FEB. 05 71	1	1	0	
	1 RECEIVED ..... STILL CHASING					APR. 07 71
FRITSCHE, KURT FAULTS IN PHOTOGRAPHY; CAUSES AND CORRECTIVES	141030383	FEB. 09 71	1	0	0	
	1 RE-ORDERED ..... STILL CHASING					APR. 07 71
GABOR, DENNIS INNOVATIONS; SCIENTIFIC TECHNOLOGICAL AND SOCIAL	141030385	FEB. 09 71	1	1	0	
	1 RECEIVED - ORIG. CATALOGING					APR. 04 71
GALANOY, TERRY DOWN THE TUBE OR MAKING TELEVISION COMMERCIALS	141030386	FEB. 09 71	1	0	0	
	1 OUT OF STOCK, AVLBLE. 28 DAYS CHASING					MAR. 29 71
GEORGE, MARGARET ONE WOMAN'S SITUATION	141030388	FEB. 09 71	1	1	0	
	1 RECEIVED					MAR. 30 71
GERTLER, L.O. PLANNING THE CANADIAN ENVIRONMENT	141030391	FEB. 09 71	1	1	0	
	1 RECEIVED ..... CHASING					APR. 04 71

3.3 Budget Reports

3.3.1 Statement of Commitment and Expenditure

The report will be provided every two weeks. It is printed on standard 11 x 15 inch paper and shows by college campus, the commitments and expenditures for each department.

(a) Headings

The headings will show the college campus name. In addition, an explanation is given as to the duration of the report, e.g. 'cumulatively by month for the 6-month period ending December 1970'.

The first item shown is the department code. It is important that the code be shown on each order if this breakdown is required. If no code has been given, the department is designated 'library'.

The report is divided into two sections: a report for books and a report for non-book material. The commitments and expenditures are itemized cumulatively by month which means that the figures for August include those for July and, similarly, the figures for September include those for July and August. The first month shown in the report shows the financial status as of that month since the beginning of the fiscal year, April 1.

(b) Detail Lines

Actual Expenditure:

This is the net price (total retail price less discounts and adjustments) of the items shipped plus any additional charges (mailing, binding, etc.).

When an actual expenditure is recorded, the commitment figure is reduced by the estimated amount.

Amount Committed and Not Spent:

Funds are committed as soon as the item is ordered. In all cases, an attempt is made to estimate accurately the price in order to present a true commitment figure. In cases where this is impossible, a cost of $10.00 is applied which incorporates any additional charges.

Actual and Committed Expenditure:

This is the sum of potential and actual costs.

Number of Items Shipped:

The number of items for which each college campus has been billed.

(c) Total Lines:

Campus Totals

This is the sum of all the department figures for the last monthly detail line.

Campus Average Cost

Calculations made by dividing the actual expenditure by the number of items shipped.

COLLEGE BIBLIOCENTRE

STATEMENT OF COMMITMENT AND EXPENDITURE

CUMULATIVELY BY MONTH FOR THE 6 MONTH PERIOD ENDING DEC 1970

COLLEGE/CAMPUS NAME — THE LIBRARY

	BOOK MEDIA				NON BOOK MEDIA			
	ACTUAL EXPENDITURE	AMOUNT COMMITTED AND NOT SPENT	ACTUAL & COMMITTED EXPENDITURE	NO. ITEMS SHIPPED	ACTUAL EXPENDITURE	AMOUNT COMMITTED AND NOT SPENT	ACTUAL & COMMITTED EXPENDITURE	NO. ITEMS SHIPPED
AUG	0.00	0.00	0.00	0				
SEP	0.00	0.00	0.00	0				
OCT	0.00	628.35	628.35	0				
NOV	0.00	912.20	912.20	0				
DEC	14.02	892.25	906.27	1				
DEPARTMENT 11								
JUL	0.00	0.00	0.00	0				
AUG	0.00	0.00	0.00	0				
SEP	0.00	558.50	558.50	0				
OCT	0.00	1347.30	1347.30	0				
NOV	13.59	1633.90	1647.49	2				
DEC	87.64	3383.39	3421.03	1				
DEPARTMENT 12								
JUL	0.00	0.00	0.00	0				
AUG	0.00	0.00	0.00	0				
SEP	0.00	0.00	0.00	0				
OCT	0.00	0.00	0.00	0				
NOV	0.00	60.00	60.00	0				
DEC	0.00	60.00	60.00	0				
DEPARTMENT 21								
JUL	0.00	0.00	0.00	0				
AUG	0.00	0.00	0.00	0				
SEP	0.00	0.00	0.00	0				

3.3.2 Analysis of Item Cost by Subject

The report is provided every six months in April and October and is to be printed on standard 11 x 15 inch paper. The aim is to provide some means of forecasting book expenditure by showing the average cost of an item within a given subject area. From tests, it has been calculated that books for example, in the fine arts category, are almost twice as expensive as those in the sociology category, $14.58 as opposed to $7.60. It also should be treated with caution as no attempt has been made to differentiate between, say, paperback and hard cover. In addition, the sample may not be sufficiently representative, meaning that any category with less than 200 orders would tend to be less reliable than those with more.

(a) Headings:

The headings indicate the time span of the report.

(b) Detail Lines:

Subject Class: This is based on the Library of Congress classification.

Subject Description:

A description of the subject classification code.

Number of Orders:

This is the number of orders from all the colleges in the past six months.

Average Cost:

Including discount but excluding other charges.

Previous Average Cost:

The average cost for the subject category as reported for the previous six months.

% Increase/Decrease Over Previous Six Months:

Self explanatory.

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COLLEGE BIBLIOCENTRE

ANALYSIS OF ITEM COST BY SUBJECT

FOR THE SIX MONTHS ENDING APR 1970

SUBJECT CLASS	SUBJECT DESCRIPTION	NUMBER OF ORDERS	AVERAGE COST	PREVIOUS AVG COST	% INCREASE/DECREASE OVER PREVIOUS 6 MONTHS
QD	CHEMISTRY	0	0.00		
QE	GEOLOGY	0	0.00		
QH	NATURAL HISTORY & BIOLOGY	0	0.00		
QK	BOTANY	0	0.00		
QL	ZOOLOGY	0	0.00		
QM	HUMAN ANATOMY	0	0.00		
QP	PHYSIOLOGY	0	0.00		
QR	BACTERIOLOGY	0	0.00		
R-RZ	MEDICINE	189	8.95		
RK	DENTISTRY	3	10.78		
S	AGRICULTURE	46	11.01		
T	TECHNOLOGY (GENERAL)	0	0.00		
TA	CIVIL ENGINEERING	98	14.18		
TC	HYDROLIC	12	14.05		
TD	SANITARY & MUNICIPAL	30	7.87		
TE	ROADS & PAVEMENTS	2	13.37		
TG	BRIDGE & ROOFENGINEERING	5	9.83		
TH	BUILDING	39	13.03		
TJ	MECHANICAL	86	12.43		
TKI-7799	ELECTRICAL ENGINEERING	17	13.81		
TK7800-7895	ELECTRONICS	0	0.00		
TL	MOTOR VEHICLES	24	9.33		
TN	MINING ENGINEERING	20	12.41		
TP	CHEMICAL TECHNOLOGY	45	15.08		

3.3.3 Analysis of Item Cost by Media:

The report is basically similar to the Analysis of Item Cost by Subject. Here the breakdown of cost is shown by media without regard to subject. The full list of media codes are given in Appendix II.

ANALYSIS OF ITEM COST BY MEDIA

FOR THE SIX MONTHS ENDING APR 1970

MEDIA CODE	NO OF ITEMS	TOTAL COST	AVERAGE COST
000-019			
020-029			
030-039			
040-049			
050-069			
100-129			
200-289			
300-339			
400-599			
600-699			

3.4 Supplier Performance

The objective of the Supplier Performance Report is to measure the quality of their service in terms of speed of order fulfilment, communication, and discount. The report, in supplier sequence, produces statistics for book and non-book media.

Supplier Code	a supplier with a two-character code is Canadian, whereas a seven-character code, numeric or alphabetic, is foreign.
Supplier Name	Self explanatory.
Media	Book or non-book.
Number of Items Received	Self explanatory.
Order to Receipt Time	The maximum, minimum and average time are displayed. No allowance has been made for weekends or national holidays.
Chaser-1	The number of times one follow-up notice has been sent.
Chaser-2	The number of times two or more follow-ups have been sent.
Discount	The maximum, minimum and average discounts are displayed.

JAN 10 1970

SUPPLIER PERFORMANCE REPORT
FOR COLLEGE BIBLIOCENTRE

SUPPLIER CODE	NO. ITEMS RECEIVED	ORDER TO RECEIPT TIME (DAYS) MAX	MIN	AVE	CHASER 1	CHASER 2	DISCOUNT MAX	MIN	AVE
XXXXXXXXX	XXXXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX.XX
AB1234567	3456	123	6	25	XXX	XXX	33	2	15.62
OVERALL TOTALS/AVERAGES	10421	192	2	20	XXX	XXX	99	0	17.11

SECTION IV

College Bibliocentre Administrative Reports

The reports listed below are illustrated in this section:

a. Listing of New Orders by Order Number
b. Listing of New Orders by Author
c. College Bibliocentre Reminder Report
d. Re-orders
e. Supplier Reconciliation Summary
f. Inventory Report
g. Supplier Follow-ups

A general statement on their content and purpose has already been given in Section I. The various error reports with their associated control totals and audit trails are not shown.

---COLLEGE BIBLIOCENTRE---

JAN 08 1971 LISTING OF NEW ORDERS BY ORDER #

LAYCOCK, GEORGE
131931247 VOL: 001 PART: SUPPL: SERIES:
ALIEN ANIMALS
SF CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

KAMINSKY, J.
131031270 VOL: 001 PART: SUPPL: SERIES:
LANGUAGE AND ONTOLOGY
0008093 CNTRY PUBL: U DTE PUB: 1969 EDIT: LATEST MEDIA: ITEMS ORD: 1

FREED, H.
131031271 VOL: 001 PART: SUPPL: SERIES:
ORCHIDS AND SERENDIPITY
PH CNTRY PUBL: DTE PUB: 1970 EDIT: LATEST MEDIA: ITEMS ORD: 1

131031273 VOL: 001 PART: SUPPL: SERIES:
PACKET 8 ENVIRONMENTAL STUDIES CORNELL UNIVERSITY
0008014 CNTRY PUBL: U DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 2

GAUNT, WILLIAM
131031275 VOL: 001 PART: SUPPL: SERIES:
IMPRESSIONISTS
OX CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

OSBORNE, HAROLD
131031276 VOL: 001 PART: SUPPL: SERIES:
OXFORD COMPANION TO ART
OX CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

SETTON, K.M.
131031277 VOL: 001 PART: SUPPL: SERIES:
RENAISSANCE
0087044 CNTRY PUBL: U DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

VOOS, HENRY
136032561 VOL: PART: SUPPL: SERIES:
STANDARD TIMES FOR CERTAIN CLERICAL ACTIVITIES IN TECHNICAL PROCESSING
PICATIN CNTRY PUBL: U DTE PUB: 1964 EDIT: LATEST MEDIA: ITEMS ORD: 1

DIETZE, G.
172-34101 VOL: PART: SUPPL SERIES:
YOUTH, UNIVERSITY AND DEMOCRACY
0008018 CNTRY PUBL: U DTE PUB: 1970 EDIT: LATEST MEDIA: ITEMS ORD: 1

REPORT A

LUNDKVIST-HUSBERG, LIS

281031848 VOL: PART: SUPPL: SERIES:
MAKING CERAMICS
VN CNTRY PUBL: DTE PUB: 1970 EDIT: LATEST MEDIA: ITEMS ORD: 1

LURIA, S.E. & DARNELL, J.E. JR.

262031389 VOL: PART: SUPPL: SERIES:
GENERAL VIROLOGY
WI CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

MACLENNAN, BERYCE W. AND FELSENFELD, NAOMI

262031389 VOL: PART: SUPPL: SERIES:
GROUP COUNSELING AND PSYCHOTHERAPY WITH ADOLESCENTS
MG CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

MASLAND, RICHARD

281031782 VOL: PART: SUPPL: SERIES:
MENTAL SUBNORMALITY
KS CNTRY PUBL: DTE PUB: 1958 EDIT: LATEST MEDIA: ITEMS ORD: 1

MATHIEU, A.

201030859 VOL: PART: SUPPL: SERIES:
CREATIVE WRITER
0911654 CNTRY PUBL: U DTE PUB: EDIT: REV. MEDIA: ITEMS ORD: 1

MATZ, ADOLPH

281031823 VOL: PART: SUPPL: SERIES:
COST ACCOUNTING
GA CNTRY PUBL: DTE PUB: 1967 EDIT: 4TH MEDIA: ITEMS ORD: 2

MCEWEN, W.

262031393 VOL: PART: SUPPL: SERIES:
MICROBIOLOGY FOR BAKERY & CONFECTIONARY STUDENTS
LG CNTRY PUBL: DTE PUB: EDIT: LATEST MEDIA: ITEMS ORD: 1

MCKINLEY, DONALD G.

281031776 VOL: PART: SUPPL: SERIES:
SOCIAL CLASS AND FAMILY TREE
CM CNTRY PUBL: DTE PUB: 1964 EDIT: LATEST MEDIA: ITEMS ORD: 1

MENNINGER, KARL & MENNINGER, J.L.

281031772 VOL: PART: SUPPL: SERIES:
LOVE AGAINST HATE
LG CNTRY PUBL: DTE PUB: 1942 EDIT: LATEST MEDIA: ITEMS ORD: 1

---COLLEGE BIBLIOCENTRE REMINDER REPORT---

16.MAR.71

ORDER NO. VOL PT SUP ID	AUTHOR	TITLE	SERIES	ORDERED ACTN DTE QTY BAL STATUS
136032292 0C1	BOSHNELL, VIVIAN	ICEFIELD RANGES		30/11/70 16/02/71 001 001 BINDING
136032292 002	BOSHNELL, VIVIAN	ICEFIELD RANGES		30/11/70 16/02/71 001 001 BINDING
301023119	DUTY, ROBERT	INTO THE 70'S		01/10/71 16/02/71 002 002 BINDING
131030869 001	WURTMAN, MAX S.	CREATIVE PERSONN		01/10/70 16/02/71 001 001 BINDING
301044143	AMERICAN INSTITU	HANDBOOK OF RESO		30/12/70 26/01/71 001 001 BINDING
136032546		COMPUTER SERVICE		20/12/70 16/02/71 001 001 RECEIVED IN FULL
136032547		NEW CONCEPTS AND		20/12/70 16/02/71 001 001 RECEIVED IN FULL
136032548		HOW TRANSPORTATI		20/12/70 16/02/71 001 001 RECEIVED IN FULL
136032549		APPRAISAL REPORT		20/12/70 16/02/71 001 001 RECEIVED IN FULL
231032242 001	KURTEN, COOK LA	PSYCHOLOGY AND P		16/11/70 16/02/71 001 001 BINDING
191030410 001	CONVAIR DEVN, GE	CT-6-SET (NDT CL		05/09/71 16/02/71 001 001 RECEIVED IN FULL
191030410 002	CONVAIR DEVN, GE	CT-6-SET (NDT CL		05/09/71 16/02/71 001 001 RECEIVED IN FULL
191030410 003	CONVAIR DEVN, GE	CT-6-SET (NDT CL		05/09/71 16/02/71 001 001 RECEIVED IN FULL
191030410 004	CONVAIR DEVN, GE	CT-6-SET (NDT CL		05/09/70 16/02/71 001 001 RECEIVED IN FULL
191030410 005	CONVAIR DEVN, GE	CT-6-SET (NDT CL		05/09/70 16/02/71 001 001 RECEIVED IN FULL
136031689	KUGAN, EGUEN	THE THEORY AND P		01/10/70 19/02/71 001 001 BINDING
136031708	HALE, L.J.	BIOLOGICAL LABOR		01/10/70 19/02/71 004 004 BINDING
261031968	VENNARD, WILLIAM	SINGING		29/10/70 27/02/71 003 001 RECEIVED IN PART
141000919 001	SUPER, D.E.	CAREER DEVELOPME		05/09/70 16/02/71 001 001 BINDING
131030882 001	BAILEY, MARGARET	ALCOHOLISM & FAM		01/10/70 19/02/71 001 001 BINDING
182032447	COUNCIL FOR SMAL	THATCHERS CRAFT		29/10/70 16/02/71 001 001 RECEIVED IN FULL
182032450	COUNCIL FOR SMAL	MARKETING		29/10/70 26/01/71 001 001 BINDING
182032451	COUNCIL FOR SMAL	BUSINESS METHODS		29/10/70 26/01/71 001 001 BINDING

REPORT C

RE-ORDER FORM

QTY	AUTHOR	ORDER NO
1	ANDERSON, ALBERT	121 023110
		DATE 21/06/71
TITLE		ISBN
MAN AND HIS SYMBOL		YEAR 1971
PUBLISHER		EDITION
FREE PRESS		3rd
AGENT PUBLISHER		PRICE 5.00
COLLIER MACMILLAN		PLACE CAN.
		L.C. CARD NO
		VARIATIONS REF NO CAT NO CARD NO BINDING

COLLEGE BIBLIOCENTRE
20 RAILSIDE RD., DON MILLS, ONT., CANADA
TEL. 416 447 5137 TELEX 06 219837

REPORT D

16.03.71

S U P P L I E R R E C O N C I L A T I O N S U M M A R Y

SUPPLIER CODE	INVOICE NUMBER	NO. OF COPIES INVOICED	NO. OF COPIES RECEIVED		TOTAL BOOKS	COST OF RECEIVED		MAILING CHARGES		TOTAL COSTS		INVOICE TOTAL	AVERAGE DISCOUNT
AMCHSOC	S170735	0	1	US		14.30	US	0.00	US	14.30	US	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
AMSOCME	T18974	0	1	US		5.11	US	0.00	US	5.11	US	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
BERTRAM	DUP00730	0	1	S		1.46	S	0.00	S	1.46	S	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
BERTRAM	DUP33729	0	2	S		6.88	S	0.00	S	6.88	S	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
BERTRAM	DUP33731	0	1	S		10.95	S	0.00	S	10.95	S	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
BERTRAM	P8540	0	1	S		60.87	S	0.00	S	60.87	S	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
CHEMICA	7508800	0	1	US		11.24	US	0.00	US	11.24	US	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
COSOMOE	PREP190870	0	1	US		0.00	US	0.00	US	0.00	US	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
INDLEXS	8145	0	1	US		3.06	US	0.00	US	3.06	US	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
LITTLEF	60146	0	1			1.78		0.00		1.78		0.00	20.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
METECHP	4760	0	1	S		2.67	S	0.00	S	2.67	S	0.00	0.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											
NOHCLLA	E41367	0	1	O		6.95	O	0.00	O	6.95	O	0.00	10.00%
		SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD											

--- C O L L E G E B I B L I O C E N T R E I N V E N T O R Y R E P O R T ---

24.MAR.71

	COLLEGE MATERIAL	BIBLIOCENTRE MATERIAL
	FROM 140170 TO 140171	FROM 010171 TO 140170
1. NO. OF ITEMS IN STOCK WITH ACTUAL COSTS KNOWN		
2. NO. OF ITEMS IN STOCK WITH ESTIMATED COSTS ONLY		
3. TOTAL VALUE OF ACTUAL COSTS		
4. TOTAL VALUE OF ESTIMATED COSTS		
5. TOTAL NO. OF ITEMS IN STOCK (1 + 2)		
6. TOTAL VALUE OF COSTS (3 + 4)		
7. NO. OF ITEMS SHIPPED		
8. TOTAL VALUE OF ITEMS SHIPPED		

REPORT F

40

FOLLOW UP ONLY ☐ THIS IS NOT AN ORDER

PLEASE ADVISE STATUS OF OUR ORDER NO. 161 038637
ORDERED ON 21-04-71 FOR 2 COPY(IES) OF WHICH
THE BALANCE OUTSTANDING IS 1 COPY(IES)

AUTHOR/PRODUCER:- ORME, A.R.

TITLE:- IRELAND

☐ 1. TEMPORARILY OUT OF STOCK
☐ 2. NOT YET PUBLISHED
☐ 3. OUT OF PRINT
☐ 4. NO CANADIAN RIGHTS
☐ 5. NOT OUR PUBLICATION
☐ 6. OTHER

IF YOU HAVE REPORTED OR SHIPPED ITEM WITHIN PAST FEW DAYS IGNORE THIS NOTICE

COLLEGE BIBLIOCENTRE
20 RAILSIDE ROAD
DON MILLS, ONTARIO, CANADA
TELEX: 06-219837

ATTENTION: ORDER SERVICES MANAGER
MARKHAM PUBLISHING COMPANY
3322 WEST PETERSON
CHICAGO, ILLINOIS, U.S.A.
60645

PRINTED MATTER ☐

REPORT G

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APPENDIX I - Status Codes and Messages

Code	Message	Time Interval for Follow-up
A	Ordered	1. For media produced in Canada - 2 weeks
B	Prepaid	2. For media produced in U.S. - 2 weeks
C	No Canadian rights - re-ordered	3. Media from Canadian agents - 3 weeks
D	Re-ordered second hand	4. Media available elsewhere - 8 weeks
E	Re-ordered	- Above applies to A through J inclusive -
F	Re-ordered - rush	
G	No Canadian rights - re-ordered rush	
H	Re-ordered second hand - rush	
I	Unassigned	
J	Returned for clarification	
K	Out of Stock xxx days	xxx days
L	New edition preparing - back ordered	8 weeks
M	New edition preparing - xxx days	xxx days
N	Not yet produced xxx days	xxx days
O	Reprinting - back ordered	8 weeks
P	Reprinting - xxx days	xxx days
Q	Out of stock - back ordered	8 weeks
R	Not yet produced - back ordered	8 weeks
S	Unassigned	-
T	Not yet produced - CB to re-order xxx days	xxx days
U	New edition preparing - CB to re-order xxx days	xxx days
V	Reprinting - CB to re-order xxx days	xxx days
W	Out of stock - CB to re-order xxx days	xxx days
X	Unassigned	-
Y	Cancelled	After 3 weeks, transfer to History File
Z	Out of stock - cancelled	Delete after 3 weeks
0	Out of print/file-holding	After 14 days, status becomes Y
1	Awaiting LC	4 weeks
2	Binding	6 weeks
3	Received in part - binding	-
4	Received in full	2 weeks
5	Received in part	-
6	Original Cataloguing	2 weeks
7	Unassigned	-
8	Catalogue and Process	2 weeks
9	Shipped in full	-

Supplier follow-ups required for A through S inclusive
Automatic re-orders required for T through X inclusive
CB reminder required for 421 through 8 inclusive

APPENDIX II - Media Code

001	Large Print
002	Pamphlet
003	Sheet Music
004	Business Forms
005	Illustrations, Art Prints, Reproduction, Picture and Study Prints
006	Flash Cards, Educational Game Cards
007	Flip Charts
008	Posters - Advertisement
009	Charts, Information Arranged in Tabular and Diagrammatic Order. Includes Flow Charts
010	Maps
011	Charts, Navigational
012	Plans
013	Globes
014	Relief Models
015	Realia or Specimens
016	Kit (No Equipment Required)
017	Diorama
018	Model
019	Braille
020	Transparencies, Less than 10" x 10"
021	Transparencies, with Overlays or in Book Form, Less than 10" x 10"
022	Transparencies, 10" x 10"
023	Transparencies, with Overlays or in Book Form, 10" x 10"
024	Transparency Masters, Less than 10" x 10"
025	Transparency Masters, 10" x 10"
026	Laboratory Kit - Individual Study and Destruction
027	Game - Set of Materials Designed for Play or Competition - Equipment not Required.
028	Game - Equipment Required
029	Multi-media Kit - Playback or Viewing Equipment Required
030	Slides 2 x 2 Colour
031	Slides 2 x 2 Black and White
032	Slides 2-1/4 x 2-1/4 Colour
033	Slides 2-1/4 x 2-1/4 Black and White
034	Slides 3-1/4 x 4 Colour
035	Slides 3-1/4 x 4 Black and White
036	Slides Stereoscopic Colour

037	Slides Stereoscopic Black and White
038	Slides Microscopic Colour
039	Slides Microscopic Black and White
040	Filmslip - Colour
041	Filmslip - Black and White
042	Filmstrip - 35mm - Colour
043	Filmstrip - 35mm - Black and White
044	Filmstrip - 35mm - Double Frame - Colour
045	Filmstrip - 35mm - Double Frame - Black and White
046	Filmstrip - 16mm - Colour
047	Filmstrip - 16mm - Black and White
048	Filmstrip - 8mm - Colour
049	Filmstrip - 8mm - Black and White
050	Filmstrip - Super 8 - Colour
051	Filmstrip - Super 8 - Black and White
060	Filmloop - 8mm - Colour
061	Filmloop - 8mm - Black and White
062	Filmloop - Super 8 - Colour
063	Filmloop - Super 8 - Black and White
100	Film - 8mm - Magnetic Sound - Colour
101	Film - 8mm - Magnetic Sound - Black and White
102	Film - 8mm - Optical Sound - Colour
103	Film - 8mm - Optical Sound - Black and White
104	Film - 8mm - Silent - Colour
105	Film - 8mm - Silent - Black and White
106	Film - Super 8 - Magnetic Sound - Colour
107	Film - Super 8 - Magnetic Sound - Black and White
108	Film - Super 8 - Optical Sound - Colour
109	Film - Super 8 - Optical Sound - Black and White
110	Film - Super 8 - Silent - Colour
111	Film - Super 8 - Silent - Black and White
112	Film - 8mm - Cartridge - Colour
113	Film - 8mm - Cartridge - Black and White
114	Film - Super 8 - Cartridge - Colour
115	Film - Super 8 - Cartridge - Black and White
120	Film - 9.5mm - Magnetic Sound - Colour
121	Film - 9.5mm - Magnetic Sound - Colour

122 Film - 9.5mm - Optical Sound - Colour Black and White
123 Film - 9.5mm - Optical Sound - Black and White
124 Film - 9.5mm - Silent - Colour
125 Film - 9.5mm - Silent - Black and White
126 Film - 9.5mm - Cartridge - Colour
127 Film - 9.5mm - Cartridge - Black and White

130 Film - 16mm - Magnetic Sound - Colour
131 Film - 16mm - Magnetic Sound - Black and White
132 Film - 16mm - Optical Sound - Colour
133 Film - 16mm - Optical Sound - Black and White
134 Film - 16mm - Silent 24 F.P.S. - Colour
135 Film - 16mm - Silent 16 F.P.S. - Black and White
136 Film - 16mm - Cartridge - Colour
137 Film - 16mm - Cartridge - Black and White
138
139

140
141
142 Film - 28mm - Magnetic Sound - Colour
143 Film - 28mm - Magnetic Sound - Black and White
144 Film - 28mm - Optical Sound - Colour
145 Film - 28mm - Optical Sound - Black and White
146 Film - 28mm - Silent - Colour
147 Film - 28mm - Silent - Black and White
148 Film - 28mm - Cartridge - Colour
149 Film - 28mm - Cartridge - Black and White

150
151
152
153
154 Film - 35mm - Magnetic Sound - Colour
155 Film - 35mm - Magnetic Sound - Black and White
156 Film - 35mm - Optical Sound - Colour
157 Film - 35mm - Optical Sound - Black and White
158 Film - 35mm - Silent - Colour
159 Film - 35mm - Silent - Black and White

160
161
162

45

163
164
165
166
167
168
169 Film - 70mm - Magnetic Sound - Colour

170 Film - 70mm - Magnetic Sound - Black and White
171 Film - 70mm - Optical Sound - Colour
172 Film - 70mm - Optical Sound - Black and White
173 Film - 70mm - Silent - Colour
174 Film - 70mm - Silent - Black and White
175
176
177
178
179

180
181
182
183 Videotape - 2in. - HiBand Colour - Compatible
184 Videotape - 2in. - LoBand Colour - Compatible
185 Videotape - 2in. - Black and White - Compatible
186 Videotape - 2in. - Sony - Colour
187 Videotape - 2in. - Sony - Black and White
188 Videotape - 2in. - Ampex - Colour
189 Videotape - 2in. - Ampex - Black and White

190 Videotape - 1in. - Ampex - Colour
191 Videotape - 1in. - Ampex - Black and White
192 Videotape - 1in. - Philips - Colour
193 Videotape - 1in. - Philips - Black and White
194 Videotape - 1in. - Sony - Colour
195 Videotape - 1in. - Sony - Black and White
196 Videotape - 1in. - I.V.C. - Colour
197 Videotape - 1in. - I.V.C. - Black and White
198 Videotape - 1in. - Panasonic - Colour
199 Videotape - 1in. - Panasonic - Black and White

200 Videotape - 1in. - Concord - Colour
201 Videotape - 1in. - Concord - Black and White

202
203
204 Videotape - 1in. - Apeco - Colour
205 Videotape - 1in. - Apeco - Black and White
206 Videotape - 1in. - Bell & Howell - Colour
207 Videotape - 1in. - Bell & Howell - Black and White
208 Videotape - 1in. - Quality Electronics - Colour
209 Videotape - 1in. - Quality Electronics - Black and White
210 Videotape - 1in. - R.C.A. - Colour
211 Videotape - 1in. - R.C.A. - Black and White
212
213
214
215 Videotape - 1in. - Shibaden - Colour
216 Videotape - 1in. - Shibaden - Black and White
217
218
219
220
221 Videotape - 1/2in. - Compatible - Colour
222 Videotape - 1/2in. - Compatible - Black and White
223 Videotape - 1/2in. - Concord - Colour
224 Videotape - 1/2in. - Concord - Black and White
225 Videotape - 1/2in. - Craig - Colour
226 Videotape - 1/2in. - Craig - Black and White
227 Videotape - 1/2in. - G.B.C. - Colour
228 Videotape - 1/2in. - G.B.C. - Black and White
229 Videotape - 1/2in. - 3M - Colour
230 Videotape - 1/2in. - 3M - Black and White
231 Videotape - 1/2in. - Panasonic - Colour
232 Videotape - 1/2in. - Panasonic - Black and White
233 Videotape - 1/2in. - Sony - Colour
234 Videotape - 1/2in. - Sony - Black and White
235
236
237
238
239 Videotape - 1/4in. - Rheem - Colour
240 Videotape - 1/4in. - Rheem - Black and White

241
242
243
244
245 Videocassette - 3/4in. - Compatible - Colour
246 Videocassette - 3/4in. - Compatible - Black and White
247 Videocassette - 1/2in. - Compatible - Colour
248 Videocassette - 1/2in. - Compatible - Black and White
249

250
251
252
253
254
255 Electronic Video Recording - Colour
256 Electronic Video Recording - Black and White
257 Videodisc - Colour
258 Videodisc - Black and White
259

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262
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264
265 Audiotape - Single Track - 1-7/8 I.P.S.
266 Audiotape - Single Track - 3-3/4 I.P.S.
267 Audiotape - Single Track - 7-1/2 I.P.S.
268 Audiotape - Double Track - 1-7/8 I.P.S. - Mono
269 Audiotape - Double Track - 1-7/8 I.P.S. - Stereo

270 Audiotape - Double Track - 3-3/4 I.P.S. - Mono
271 Audiotape - Double Track - 3-3/4 I.P.S. - Stereo
272 Audiotape - Double Track - 7-1/2 I.P.S. - Mono
273 Audiotape - Double Track - 7-1/2 I.P.S. - Stereo
274 Audiotape - Four Track - 1-7/8 I.P.S. - Mono
275 Audiotape - Four Track - 1-7/8 I.P.S. - Stereo
276 Audiotape - Four Track - 3-3/4 I.P.S. - Mono
277 Audiotape - Four Track - 3-3/4 I.P.S. - Stereo
278 Audiotape - Four Track - 7-1/2 I.P.S. - Mono
279 Audiotape - Four Track - 7-1/2 I.P.S. - Stereo

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280 Audiotape - 12in. reel - 1-7/8 I.P.S. - Mono
281 Audiotape - 12in. reel - 1-7/8 I.P.S. - Stereo
282 Audiotape - 12in. reel - 3-3/4 I.P.S. - Mono
283 Audiotape - 12in. reel - 3-3/4 I.P.S. - Stereo
284 Audiotape - 12in. reel - 7-1/2 I.P.S. - Mono
285 Audiotape - 12in. reel - 7-1/2 I.P.S. - Stereo
286
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288
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294 Audiocartridge - Single Track
295 Audiocartridge - Double Track - Mono
296 Audiocartridge - Double Track - Stereo
297 Audiocartridge - Four Track - Mono
298 Audiocartridge - Four Track - Stereo
299 Audiocartridge - Eight Track - Mono
300 Audiocartridge - Eight Track - Stereo
301 Audiocartridge - Twelve Track - Mono
302 Audiocartridge - Twelve Track - Stereo
303 Audiocassette - Single Track
304 Audiocassette - Double Track - Mono
305 Audiocassette - Double Track - Stereo
306 Audiocassette - Four Track - Mono
307 Audiocassette - Four Track - Stereo
308
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310
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315 Audiodisc - 16-2/3 R.P.M. - Stereo
316 Audiodisc - 16-2/3 R.P.M. - Mono
317 Audiodisc - 33-1/3 R.P.M. - Stereo
318 Audiodisc - 33-1/3 R.P.M. - Mono
319 Audiodisc - 45 R.P.M. - Stereo

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320	Audiodisc - 45 R.P.M. - Mono
321	Audiodisc - 78 R.P.M. - Stereo
322	Audiodisc - 78 R.P.M. - Mono
323	Audiodisc - Over 12in. - Stereo
324	Audiodisc - Over 12in. - Mono
400	Microfilm - 150mm - Positive - Mono
401	Microfilm - 150mm - Negative - Mono
402	Microfilm - 125mm - Positive - Mono
403	Microfilm - 125mm - Negative - Mono
404	Microfilm - 105mm - Positive - Mono
405	Microfilm - 105mm - Negative - Mono
406	Microfilm - 70mm - Positive - Mono
407	Microfilm - 70mm - Negative - Mono
410	Microfilm - 150mm - Positive - Colour
411	Microfilm - 150mm - Negative - Colour
412	Microfilm - 125mm - Positive - Colour
413	Microfilm - 125mm - Negative - Colour
414	Microfilm - 105mm - Positive - Colour
415	Microfilm - 105mm - Negative - Colour
416	Microfilm - 70mm - Positive - Colour
417	Microfilm - 70mm - Negative - Colour
420	Microfilm - 35mm - Negative - Mono
421	Microfilm - 35mm - Positive - Mono
422	Microfilm - 35mm - Cartridge - 3M - Negative - Mono
423	Microfilm - 35mm - Cartridge - 3M - Positive - Mono
424	Microfilm - 35mm - Cartridge - Recordak - Negative - Mono
425	Microfilm - 35mm - Cartridge - Recordak - Positive - Mono
426	Microfilm - 35mm - Cartridge - Compatible - Negative - Mono
427	Microfilm - 35mm - Cartridge - Compatible - Positive - Mono
430	Microfilm - 35mm - Negative - Colour
431	Microfilm - 35mm - Positive - Colour
432	Microfilm - 35mm - Cartridge - 3M - Negative - Colour
433	Microfilm - 35mm - Cartridge - 3M - Positive - Colour
434	Microfilm - 35mm - Cartridge - Recordak - Negative - Colour
435	Microfilm - 35mm - Cartridge - Recordak - Positive - Colour
436	Microfilm - 35mm - Cartridge - Compatible - Negative - Colour
437	Microfilm - 35mm - Cartridge - Compatible - Positive - Colour
440	Microfilm - 16mm - Negative - Mono

441 Microfilm - 16mm - Positive - Mono
442 Microfilm - 16mm - Cartridge - 3M - Negative - Mono
443 Microfilm - 16mm - Cartridge - 3M - Positive - Mono
444 Microfilm - 16mm - Cartridge - Recordak - Negative - Mono
445 Microfilm - 16mm - Cartridge - Recordak - Positive - Mono
446 Microfilm - 16mm - Cartridge - Compatible - Negative - Mono
447 Microfilm - 16mm - Cartridge - Compatible - Positive - Mono

450 Microfilm - 16mm - Negative - Colour
451 Microfilm - 16mm - Positive - Colour
452 Microfilm - 16mm - Cartridge - 3M - Negative - Colour
453 Microfilm - 16mm - Cartridge - 3M - Positive - Colour
454 Microfilm - 16mm - Cartridge - Recordak - Positive - Colour
455 Microfilm - 16mm - Cartridge - Recordak - Negative - Colour
456 Microfilm - 16mm - Cartridge - Compatible - Positive - Colour
457 Microfilm - 16mm - Cartridge - Compatible - Negative - Colour

460 Microfilm - 8mm - Positive - Mono
461 Microfilm - 8mm - Negative - Mono
462 Microfilm - 8mm - Cartridge - Positive - Mono
463 Microfilm - 8mm - Cartridge - Negative - Mono

470 Microfilm - 8mm - Positive - Colour
471 Microfilm - 8mm - Negative - Colour
472 Microfilm - 8mm - Cartridge - Positive - Colour
473 Microfilm - 8mm - Cartridge - Negative - Colour

500 Microfiche - 148 x 210cm - upto 29:1 - Positive - Mono
501 Microfiche - 148 x 210cm - upto 29:1 - Negative - Mono
502 Microfiche - 148 x 210cm - upto 29:1 - Positive - Colour
503 Microfiche - 148 x 210cm - upto 29:1 - Negative - Colour
504 Microfiche - 148 x 210cm - 30-60:1 - Positive - Mono
505 Microfiche - 148 x 210cm - 30-60:1 - Negative - Mono
506 Microfiche - 148 x 210cm - 30-60:1 - Positive - Colour
507 Microfiche - 148 x 210cm - 30-60:1 - Negative - Colour
508 Microfiche - 148 x 210cm - Ultra high - Positive - Mono
509 Microfiche - 148 x 210cm - Ultra high - Negative - Mono

510 Microfiche - 148 x 210cm - Ultra high - Positive - Colour
511 Microfiche - 148 x 210cm - Ultra high - Negative - Colour
512 Microfiche - 105 x 148cm - upto 29:1 - Positive - Mono
513 Microfiche - 105 x 148cm - upto 29:1 - Negative - Mono
514 Microfiche - 105 x 148cm - upto 29:1 - Positive - Colour

515 Microfiche - 105 x 148cm - upto 29:1 - Negative - Colour
516 Microfiche - 105 x 148cm - 30-60:1 - Positive - Mono
517 Microfiche - 105 x 148cm - 30-60:1 - Negative - Mono
518 Microfiche - 105 x 148cm - 30-60:1 - Positive - Colour
519 Microfiche - 105 x 148cm - 30-60:1 - Negative - Colour

520 Microfiche - 105 x 148cm - Ultra high - Positive - Mono
521 Microfiche - 105 x 148cm - Ultra high - Negative - Mono
522 Microfiche - 105 x 148cm - Ultra high - Positive - Colour
523 Microfiche - 105 x 148cm - Ultra high - Negative - Colour
524 Microfiche - 75 x 125cm - upto 29:1 - Positive - Mono
525 Microfiche - 75 x 125cm - upto 29:1 - Negative - Mono
526 Microfiche - 75 x 125cm - upto 29:1 - Positive - Colour
527 Microfiche - 75 x 125cm - upto 29:1 - Negative - Colour
528 Microfiche - 75 x 125cm - 30-60:1 - Positive - Mono
529 Microfiche - 75 x 125cm - 30-60:1 - Negative - Mono

530 Microfiche - 75 x 125cm - 30-60:1 - Positive - Colour
531 Microfiche - 75 x 125cm - 30-60:1 - Negative - Colour
532 Microfiche - 75 x 125cm - Ultra high - Positive - Mono
533 Microfiche - 75 x 125cm - Ultra high - Negative - Mono
534 Microfiche - 75 x 125cm - Ultra high - Positive - Colour
535 Microfiche - 75 x 125cm - Ultra high - Negative - Colour

550 Aperture Card - 35mm - Positive - Mono
551 Aperture Card - 35mm - Negative - Mono
552 Aperture Card - 35mm - Positive - Colour
553 Aperture Card - 35mm - Negative - Colour

560 Aperture Card - 16mm - Positive - Mono
561 Aperture Card - 16mm - Negative - Mono
562 Aperture Card - 16mm - Positive - Colour
563 Aperture Card - 16mm - Negative - Colour
564 Aperture Card - 8mm - Positive - Mono
565 Aperture Card - 8mm - Negative - Mono
566 Aperture Card - 8mm - Positive - Colour
567 Aperture Card - 8mm - Negative - Colour

570 Microtext Chip/Strip forms - upto 29:1 - Positive - Mono
571 Microtext Chip/Strip forms - upto 29:1 - Negative - Mono
572 Microtext Chip/Strip forms - upto 29:1 - Positive - Colour
573 Microtext Chip/Strip forms - upto 29:1 - Negative - Colour
574 Microtext Chip/Strip forms - 30-60:1 - Positive - Mono

575	Microtext Chip/Strip forms - 30-60:1 - Negative - Mono
576	Microtext Chip/Strip forms - 30-60:1 - Positive - Colour
577	Microtext Chip/Strip forms - 30-60:1 - Negative - Colour
578	Microtext Chip/Strip forms - Ultra high - Positive
579	Microtext Chip/Strip forms - Ultra high - Negative
590	Micro-Opaque - 148 x 225
591	Micro-Opaque - 148 x 200
592	Micro-Opaque - 75 x 125
593	Micro-Opaque - Strip
600	EDP - Punched Cards
610	EDP - Paper Tape
620	EDP - Magnetic Tape
630	EDP - Disc
640	EDP - Drum
650	EDP - Data Cell
800	Programmed Instruction Using Special Equipment
810	Programmed Instruction Using Electronic Computers
901	Serials, Periodicals

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Note On Application of Code

When the prime medium is accompanied by a text in print or an audio visual format, the first code indicates the primary medium, the second the dependent medium.

A kit (016) is defined as 'containing a collection of materials in several media or forms designed for use as a unit, none of which requires the use of playback or viewing equipment'.

A multi-media kit (029) 'is a collection of materials in several media or forms, at least one of which requires the use of playback or viewing equipment'. The application of the multi-media kit code is further distinguished in that the items are not necessarily interdependent on one another.

A laboratory kit is 'a coordinated group of materials designed to promote specific learning experience and in which the learner destroys all or part of the kit in the process'.